How to attach a page to an Xtender document

Provided by ITCS Xtender Team

Open the Batch that contains the page or pages you want to add to an existing document

1. Choose Manage Batches near the top right of the display

2. Find the batch containing the page(s) you want to add to an existing document, then choose index

3. Enter the index values that will match the document that you want to add pages, then click on the Select Index icon
4. Click on the attach icon  to the left of the document that you want to add a page

Note: You can attach a single page that is displayed in the indexing window

Or you can attach all the pages in your batch to this document